



## FINANCE DIRECTOR POSITION GUIDE

**Reports to:** Chief Executive Officer

**FLSA Status:** Exempt

**Work Arrangement:** A combination of work out of the Staunton/Fishersville office or Harrisonburg office and remote.

**Major Functions:** Ensures the financial well-being of the organization by handling the financial operations of the Shenandoah Valley Workforce Development Board (SVWDB). Works with the CEO to meet and exceed fiscal and organizational goals.

The Finance Director is responsible for maintaining financial, accounting and grant support services to meet the needs of the SVWDB and other discretionary grantors. This position is responsible for preparing financial statements; maintaining cash control; providing financial reporting and analysis to the CEO, Board of Directors, and the Chief Elected Officials (CEO) Consortium; processing payroll; and managing all accounts payable and receivable for the SVWDB. This position focuses heavily on budgeting, compliance, reporting, and variance analysis functions and is responsible for clearly communicating results to the CEO, SVWDB committees, Board of Directors, and the CEO Consortium.

**Hiring Salary Range:** \$55,000 - \$68,000 per year

**Finance Director Responsibilities:** Responsible for the fiscal functions of the SVWDB in accordance with GAAP, grantor requirements, and in accordance with financial management techniques and practices appropriate for grant accounting. The SVWDB administers federally funded programs and requires compliance with OMB Uniform Guidance.

- Plans, develops, organizes, implements, directs and evaluates the organization's fiscal function and performance
- Develops, implements and maintains accounting policies and procedures
- Manages general accounting and cost accounting of funds received from Federal, State, local, and other grantor sources
- Maintains financial operations, prepares cash draw down requests, and manages cash flow to minimize cash on hand
- Serves as a co-signatory on checks
- Reviews invoices and authorizes processing
- Prepares monthly, quarterly, and annual financial reports for the CEO, Finance Committee, Board of Directors, and grantor organizations, as well as special reports on an as-needed basis
- Works with the CEO in the development of forecasts, budgets, and budget revisions to ensure a financial plan and performance consistent with SVWDB goals

- Directs the day to day processing of program and vendor invoices
- Manages external payroll services and provides necessary information to ensure proper payroll processing
- Oversees monthly, quarterly and year end reconciliation of financial statements
- Works with CEO, staff management team, Finance Committee and Board of Directors on issues relevant to the financial operations
- Prepares proper documents for the close-out of WIOA and other employment training grants
- Negotiates agency indirect cost plan with Department of Labor
- Supports required audits, including but not limited to the annual Single Audit, annual fiscal monitoring, and monitoring conducted by grantors such as the U.S. Department of Labor, VCCS, and other funding sources
- Provides technical financial guidance to staff, Finance Committee, Board of Directors, service providers, and training providers
- Works to accomplish other duties deemed necessary to fulfill the fiscal and organizational mission of the SVWDB
- Travel within the sixteen localities of the SVWDB service region including the counties of Rockbridge, Augusta, Rockingham, Shenandoah, Page, Bath, Highland, Frederick, Clarke, and Warren and the cities of Lexington, Buena Vista, Staunton, Waynesboro, Harrisonburg, and Winchester.

**Knowledge, Skills, and Abilities:**

- Demonstrated knowledge of grant accounting and financial management
- Knowledge of cost accounting and cost allocation plans
- Ability to work independently
- Ability to communicate effectively verbally and in writing with SVWDB staff, Board members and staff of regulatory agencies and accounting firms
- Ability to analyze, evaluate, and summarize financial records for accuracy and conformance to federal, state, and local procedures, rules, and regulations
- Time management and organization skills with ability to manage simultaneous projects and meet tight deadlines
- Skilled at self-management and self-motivation
- Skilled in effectively communicating and presenting financial information to non-financial individuals
- Problem solving, decision making skills, and sound judgment in arriving at conclusions
- Collaboration skills
- Proficient in Microsoft Office products: Windows OS, Word, PowerPoint, and Excel.
- Ability to read, interpret and understand complex laws, regulations and policies and communicate them to others

**Education and Experience:**

- Prefer Bachelor's degree in accounting or closely related field
- Prefer a minimum of three to five years of grant accounting experience, financial management of federally funded grants is preferred
- Prefer progressively, responsible experience with nonprofit, education, government, or quasigovernment organizations with experience in budgeting, forecasting, and financial reporting
- Prefer experience with the public workforce system and employment services programs, experience with the Workforce Innovation and Opportunity Act (WIOA) is ideal

- Prefer experience with Grants Management Accounting software

**Licensure, Certification and/or Registration:** None

**Working Relationships:**

- **Internal:** Interacts with all levels of staff and management on a daily basis to give and gather information, and to create a working environment of open exchange, positive morale, and advancement of the SVWDB's mission and vision.
- **External:** Interacts at the management and staff levels on a daily basis to provide oversight, communicate information and provide direction. Regularly works with the Virginia Community College System (VCCS) Federal Grant Administration staff to relay and receive information. Regularly presents at Board meetings and committee meetings to relay technical information in written and verbal formats and respond to inquiries.

**Essential Functions: The following physical standards are considered essential functions of the job.**

- Sitting. Continuously to perform job functions.
- Bending. Occasionally to acquire supplies, move equipment, set up computers.
- Pushing/Pulling. Occasionally to move equipment and to set up meeting rooms.
- Twisting/Turning. Frequently to access supplies and equipment.
- Reaching. Frequently to access supplies and equipment.
- Written communication. Continuously to correspond with staff, boards, committees, contractors, partner agencies, local, state, and federal government representatives and agencies.
- Verbal communication. Continuously to converse, present information, data, and reports.
- Hearing. Continuously to listen to information presented in venues ranging from phone calls to large seating auditoriums. Accommodations such as hearing devices and hearing loops may be utilized.
- Firm grasping. Frequently to perform job function and handle equipment.
- Fine manipulating. Continuously to use equipment, telephone, fax, computer, copier, and printer.
- Lifting. Frequently to transport materials, refreshments, files, handouts and equipment. Must be able to lift 25 pounds.
- Eyesight. Frequently. Sufficient to enable, with any needed assistive devices, the review of hard copy and computer financial records.

**TO APPLY**

Submit Cover Letter and Resume to [sjohnson@vcwvalley.com](mailto:sjohnson@vcwvalley.com) using the subject line of **Finance Director Position**.

No phone calls please.

**AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM**

**Auxiliary aids and services are available upon request to individuals with disabilities.**

**TDD: VA Relay Center: 711 or 800.828.1120**

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